

Learning & Tuition Reimbursement

Purpose

The purpose of the learning and tuition reimbursement program is to provide opportunities for professional growth through learning and development programs and educational assistance for eligible employees.

While the Human Resources leaders and supervisors provide support to employees, employees are ultimately responsible for their own professional growth and development—this includes the creation and execution of individual development plans:

- Each HR employee, with support and guidance from their supervisor, should develop an individual development plan during the annual performance review process.
- The development plan should identify strategies to acquire the knowledge, skills and abilities (KSAs) needed to fulfill core competencies and current responsibilities as well strategies for the growth and enhancement of KSAs.

The following criteria will be used to evaluate requests to participate in learning and develop programs or to receive tuition reimbursement:

- Relevance to current duties or to the acquisition of KSAs as outlined in the employees individual development plan
- Alignment with HR mission, goals and values
- Budgetary limitations

Learning and Development

Examples of professional learning and development include:

- Conferences and seminars
- Certifications (i.e. PHR, SPHR, CEBS)
- Other learning opportunities (i.e. shadowing, mentoring)
- Memberships to professional organizations

Eligibility

All regular full-time and part-time employees are eligible to participate in City paid learning and development programs.

Approval and Payment Processes

Learning and development opportunities involving direct City payment and/or substantial time commitment during normal business hours require advance approval by the employee's supervisor and division head.

Payments for conferences, seminars, certifications, memberships, etc., may be paid using the P Card, City of Minneapolis check, or reimbursed by completing an Employee Reimbursement Form.

For training involving travel, please review the City's Travel Policies and Procedures and follow related instructions for reimbursement.

Tuition Reimbursement

The tuition reimbursement program provides reimbursement of authorized costs of tuition and registration fees for course(s) taken at accredited education institutions.

The program provides reimbursement for **pre-approved** courses up to \$1500 per calendar year per employee.

Eligibility

- All regular, full and part-time permanent employees who are not on probation, or who are currently not involved in formal discipline.
- The course of study must be integrated into the employee's individual development plan as reviewed and approved by the employee's immediate supervisor.
- The employee must receive a grade of "C" or higher at the undergraduate level and a "B" or higher course at the graduate (Master's) level.

Approval and Payment Processes

Tuition reimbursement requests will be reviewed and approved by the Division Directors Team with the ultimate approval of Chief Human Resources Officer.

- The employee must submit a copy of the [Tuition Reimbursement Application form](#) to their immediate supervisor. If the supervisor approves the request, the supervisor will forward the form to a member of the Division Directors team.
- The pre-approval section of the tuition reimbursement form must be completed and any appropriate signatures must be obtained prior to the date the course begins.
- Following completion of the applicable course, the employee should resubmit the original [Tuition Reimbursement Application form](#) to their supervisor.

Additional Considerations

Employees must remain employed for the duration of the course in order to be eligible for reimbursement.

- The courses must be taken at an accredited educational institution.
- All costs incurred must be verified by original receipts and transcript(s) of grade(s).
- Reimbursement will be made only for out of pocket costs of tuition and registration fees and not reimbursed or paid for by other sources.
- Upon termination (voluntary or involuntary), all pending educational agreements are terminated.
- Employees may not take courses during work time unless the course is unavailable at any other time and the supervisor has approved the absence. Any work time missed must be covered by earned compensatory time, vacation, temporary alteration of work schedule or leave without pay.
- Completion of study assignment must be done outside regular work hours.